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JOINT INTELLIGENCE STUDY PUBLISHING BOARD
Room 405, 2145 C Street, N.W.
Washington 25, D. C.

JANIS MEMORANDUM NO. 44 — 30 August 1946

MEMORANDUM FOR: Authors and typists preparing JANIS chapters.

SUBJECT: Instructions for preparation of JANIS text.

(This supersedes all previous similar instructions and all Notes on Standard Editorial Practice for JANIS.) (For preparation of illustrations see instructions to authors, cartographers, and draftsmen, JANIS Memo No. 45.)

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1. CLASSIFICATION.

A. Joint Army-Navy Intelligence Studies (JANIS) will normally be classified as "Confidential" but individual chapters or entire studies may be classified [redacted] "Secret," or higher depending on content.

B. The Chief of the Branch preparing a chapter of JANIS will be responsible for determining the classification [redacted] (Confidential, Secret, etc.) of the text, illustrative matter, and other material.

C. The classification of the text will be marked on each page of manuscript and on each illustration.

D. Care must be taken to avoid compromising titles listed in Principal Sources of JANIS chapters. (See VIII, D, below.)

E. Over-classification must be avoided. All material included will be assigned the lowest classification consistent with security.

II. SPECIFICATIONS FOR COPY.

A. Chapters for JANIS must be prepared in accordance with the instructions contained in this memorandum (JANIS Memo. No. 44), the memorandum on preparation of illustrations (JANIS Memo. No. 45),

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the Outline Guide for JANIS, and the memorandum of instructions to contributors for the specific JANIS in preparation. (For additional copies of these memoranda call Capt. J. A. Cunningham, RE 6700, Ext. 78685.) For matters of style not covered in these memoranda follow the GPO Style Manual, edition of January 1945.

B. For each JANIS chapter, contributor should furnish J.I.S.P.B. the following:

MANUSCRIPT: Five complete assembled copies, on 8 X 12½ inch to 8½ X 14 inch bond paper. (Ditto or mimeograph process may be used.) Triple spacing, indentations, and style will follow sample on pages 12 & 13. Leave left margin 1 3/4 inches wide, right margin 1 inch wide, and bottom margin 1½ inches deep. Number pages consecutively. Manuscript will include:

Title page, containing the following statement: "This is a preliminary draft of Chapter ___, JANIS___. It has not been finally edited or reconciled with other JANIS chapters by the Joint Intelligence Study Publishing Board, and should not be reproduced."

Table of contents, including all headings of first, second, and third classes (see III, A, below), and the following: "Note: This chapter is based on material available in Washington, D.C., on _____ 19___."

Text - First page to include chapter number and title, and number and title of first topic, all widely spaced to leave room for insertion of instructions to printer. (Example on page 14.) Text to be prepared in accordance with pertinent chapter outline in latest Outline Guide for JANIS.

Principal Sources prepared in accordance with VIII, below, and the sample on pages 14 to 15.

Brief, for use in preparing Chapter I. In the Brief, the title of the chapter becomes a numbered Topic (Chapter IV becomes Topic 4).

Caption List prepared in accordance with V, B, C, and D, below.

List of Tables, including titles and page numbers.

ILLUSTRATIONS: Three copies of all graphic material (photographs, maps, sketches, etc., for both Figures and Plans). Photographs and other graphic material should not be pasted into manuscript but should be enclosed in an accompanying envelope or package.

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III. HEADINGS.

A. Topic heads (No. 1 heads) are centered; No. 2 heads are flush with left margin of text; other heads are indented from left margin. Example --

	(Class of Head)
52. Practical Aspects	(No. 1)
A. Military operations.	(No. 2)
(1) Air operations.	(No. 3)
(a) Low-level operations.	(No. 4)
1. Over water.	(No. 5)
a. Daylight.	(No. 6)

After Nos. 1, 2, and 3 heads, text starts with paragraph indentation on next line; after Nos. 4, 5, and 6 heads, text starts on same line as head.

B. Common nouns are capitalized only in No. 1 heads.

C. A period is used after all excepting No. 1 heads, table titles, and column heads of tables and tabulations.

D. Numbers used in itemizing in text carry a single parenthesis: 1) starchy foods, 2) vegetables such as lettuce, tomatoes, etc.

IV. TABLES AND TABULATIONS.

A. A table consists of a stub (at left), 2 or more columns, and 4 or more lines. Centered above table should be a table number, a title, and, if appropriate, a date. Tables are numbered consecutively in each chapter by chapter number in Roman numerals followed by table number in Arabic numerals. Example --

TABLE XI-3

HOSPITAL FACILITIES, UNITED STATES, 1939

B. A tabulation consists of less than a stub, 2 columns, and 4 lines and carries no title or number. (Exceptions to definitions of tables and tabulations may be made where needed to maintain consistency with other tables or tabulations in the same body of text.)

C. To avoid necessity of repeating units of measurement after each item of latitude, longitude, time, distance, weight, etc., put units of measurement at head of column. Example --

° ' "	h.	m.	Metric tons	Miles
24 14 07 E	11	25	1,436	114
26 08 16 W	3	58	4,379	2,046
.. .. ..	4	16	...	57
114 26 30 E	..	..	1,739	...

D. Entries in all columns align horizontally with top line of corresponding stub. Example --

Long Point to Smith Sound, including Norris Bay	247 miles	Rocky coast, 4 short pocket beaches.	Subject to heavy surf.

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E. Align columns of figures on the decimal point. Dissimilar items should be centered in the column.

0.138
104.06
12-18
5,300.
0.000,6
274-278
14- 16
5- 6.3

F. Omissions in word or figure columns should be indicated by rows of periods replacing the missing figures or words, as in the example in IV,C, above.

G. Do not use ditto marks. In figure columns repeat figure. In word or date columns use "Do." (cap and lower case) in stub and "do." (lower case) in columns other than the stub.

H. Brief tabulations occupying little space will be indented or centered on page and will be printed in type the same size as the text. Tables and tabulations of larger size will be printed in smaller type.

I. Consult Chapter Editor or Editor in Chief concerning problems in the layout of tables and tabulations to avoid delay necessitated by rearrangement and retyping by J.I.S.P.B.

V. FIGURE CAPTIONS.

A. Figures comprise all illustrative materials (maps, photographs, drawings, etc.) regardless of size, that are to be bound with the text. All figures will be numbered consecutively in each chapter in order of placement and will include chapter number in Roman numerals, followed by figure number in Arabic numerals.

B. All figures will be captioned, as follows:
(1) Captions will be typed or lettered on margin of illustration or pasted to illustration in a way that will permit reading of caption while viewing illustration. (Maps, drawings, or photographic mosaics to be used as inserts may carry usual caption information in legend boxes.)

(2) Caption for figures whose value is dependent on location:
(a) First line -- figure number (Figure IV-16) and location.

(b) Second and following lines -- direction of view, specific description (what illustration is intended to show), date, file number (if photograph).

(3) Caption for figures whose value is not dependent on location:

(a) First line -- figure number (Figure IV-17) and title or subject of illustration.

(b) Second and following lines -- location, direction of view, specific description, date, file number (if photograph).

C. All captions will also appear in full on caption list, a copy of which is to accompany each copy of [illegible] with wide

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margins both left and right; double space captions and quadruple space between captions.

D. Copy for corner tabs should be submitted with all illustrations that will be reproduced as inserts. Copy should come after list of figure captions and should be in the following form, headed "Corner tabs for figure inserts." Double space corner tabs and quadruple space between corner tabs.

FIGURE IX-35

HYDROELECTRIC POWER PLANTS

JANIS 96

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VI. REFERENCES TO TEXT, TABLES, FIGURES, AND PLANS.

A. The words Chapter, Topic, Table, Figure, and Plan, when followed by a specific number will be typed in capital and lower case.

B. References to text.

(1) Reference to section of same chapter: (Topic 31,A,(2),(c)).

(2) Reference to a section of another chapter: (Chapter IV,44,A,(2),(c)).

C. All tables, figures, and plans must be referred to in the text.

D. Placement of tables and figures will be indicated by marking identifying numbers on the right-hand margin of the manuscript opposite the line in which reference is made. (See samples on page 12)

E. References to tables, figures, and plans.

(1) As integral part of sentence: Table III-16 and Figure III-12 show....

(2) Reference followed by sentence period indicates that figure pertains only to that sentence: (Figure IV-3).

(3) Reference placed after sentence period indicates that figure pertains to more than that one sentence. (Figure IV-3)

(4) Tables or figures in series: (Figures IV-3 to IV-7).

(5) Two consecutive tables or figures: (Figures IV-3 and IV-4).

(6) Series and isolated figure or table: (Figures IV-3 to IV-5, and IV-7); (Figures IV-3, IV-4, IV-7, and IV-10).

(7) The period after the figure number is omitted in references but inserted in captions.

(8) Avoid such statements as: "...in the following table...," "...in the tabulation above...," because it may be impossible to keep the same space relationship in final page layout. Say rather, "...in Table XI-14...," or "... as shown in the tabulation of minor industries.."

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VII. FOOTNOTES.

A. Avoid footnotes in text matter, so far as possible, (parentheses may be used instead).

B. Footnotes to text matter are designated by asterisks: * ** ***

C. When the number of footnotes on a page exceeds three, use numerals for all footnotes on the page unless footnotes apply to numbers, in which case use 1, 2, and 3 asterisks then 1, 2, and 3 daggers: * ** *** † †† †††

D. Footnotes to tabulations and tables follow rules for text footnotes, but lack of space within columns may make it advisable to use no more than two asterisks and two daggers.

E. In manuscript, footnote should be inserted on line following reference. Separate footnote* from text by a solid line above

---

*Avoid use of footnotes, so far as possible. (Example)

---

and below. Footnote should be typed double-space and indented three spaces from left margin.

VIII. PRINCIPAL SOURCES.

A. The final topic of each chapter will be "Principal Sources," which will consist of: "A," a brief statement evaluating the source materials; and "B," a list of references. (See pages 14-15).

B. List maps and charts separately after other principal sources.

C. If text sources contain particularly useful maps, refer to these under the map and chart section, for example:

"See also references 3, 4, and 9, above."

D. When listing classified references do not use both long and short titles unless essential for clarity, and then only if JANIS chapter is of classification as high as reference. When listing material of classification higher than the JANIS chapter being prepared, use only short title and omit classification.

E. In the list of references, give the following information for each work cited, in the form shown on the sample, pages 14 - 15, alphabetically by author:

1. Author or originating agency (Cap in lower case) [redacted] last name followed by initials, period, and 2 spaces.

2. Title exactly as shown on work, in cap and lower case, starting on [redacted] line after author.

3. Translation of title, if in foreign language, (in parentheses).

4. Edition (except first).

5. Series, if important, may be noted.

6. Part, only if separately paged or necessary for finding the reference easily.

7. Volume (in Arabic numerals).

8. Pagination.

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9. Illustrations.

10. Place of publication.

11. Publisher.

12. Date of publication.

13. Classification (in parentheses).

Indent overruns of any part of reference 6 typewritten spaces.

F. Each title in the list of references should appear exactly as it does on publication to which it refers (except when transliteration to Roman alphabet is necessary). It is the policy of JANIS to use diacritical marks in titles in the list of references only if they appear in the title of the publication cited.

G. With regard to publications issued by government agencies, the originating agency should be designated as author. In cases where another agency (or person) has contributed a portion of the publication this fact may be noted in reference, but such contributing agency (or person) should not be indicated as author.

H. Text reference to "Principal Sources" will be made only when there is special need to cite authority.

IX. SPELLING AND COMPOUNDING.

A. For words not in GPO Style Manual, edition of January 1945, Webster's New International Dictionary is the authority for spelling and compounding.

B. Hyphenate words, including place names, combined to form a unit modifier immediately preceding the word or words modified:

a first-class road	Washington-Baltimore highway
a sand-and-gravel beach	Missouri-Mississippi region
a mile-long sandspit	

If one of the names in a unit modifier consists of two words, the hyphen shall be set off with spaces. Example: New York - Connecticut area.

C. Do not hyphenate if the first word of the modifier is an adverb ending in -ly or if the first word of a three-word modifier is an adverb that modifies the second word:

gently sloping beach
rather extensively cultivated valley

If the first word in a three-word modifier applies to the other two, the hyphen is used between those two:

a nearly right-angle bend

D. Avoid breaking a place name at the end of a line. If necessary to hyphenate at end of line indicate by double hyphen symbol (=), hyphens to be retained by printer; indicate by close-up marks ⁀, hyphens to be dropped by printer.

E. In all manuscript, place names should be typewritten or clearly printed in ink.

X. CAPITALIZATION.

A. Adjectives army and navy are capitalized only when they refer to a specific service or facility:

Japanese Army	Anacostia Naval Station
army docks	

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B. Capitalize English generic used with proper name:

Abukuma River	Ontario Province
Manchuria Plain	Abukuma and Omoto Rivers

Where desirable for clarity, English generic, lower cased in parentheses, may be added after foreign place name which carries the foreign generic: Yangtze Chiang (river).

C. Capitalize a descriptive term used to denote a definite region or locality, but not a term used to denote mere position:

North German Plain
southern California
north Louisiana

D. Capitalize principal words in topic heads:

100. General Description

E. In subtopic heads and in figure captions, capitalize only first word and proper names:

B. Bottom sediments.

(1) Monastery Reef.

Figure IV-27. Kyushu, east coast. Looking northward over Naru-wan toward port city of Ika-saku. 1937.

F. Do not capitalize proper after a place name: Japan proper.

G. The words Chapter, Topic, Table, Figure, and Plan, when followed by a specific number will be typed in capital and lower case.

XI. ABBREVIATIONS.

A. Text.

(1) Do not use abbreviations in text, except:

F. (Fahrenheit), C.(centigrade), a.m., p.m., etc.

e.g.(for example), i.e. (that is), m.p.h., a.c., d.c.

(2) Well-known proper names generally indicated by letters without periods may be so written, except names of countries: (RCA, NYA, TVA; but U.S.S.R.).

B. Maps, tables, and figures.

(1) Use abbreviations throughout. GPO Style Manual and Webster's New International Dictionary are the authorities. Authorized technical abbreviations are acceptable but must be used uniformly throughout. In Aviation Chapter, abbreviations have been improvised by AAF and RAF.

(2) Abbreviate island as I., islands as Is.

XII. PUNCTUATION.

A. Comma.

(1) Use a comma before the and in a series of three or more terms and between independent clauses unbroken by punctuation.

(2) Use a comma in numbers of four or more digits: 1,604.

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Exceptions:

astronomical time (2359) (0700)
chart numbers (U.S.H.O. Chart 5401)
page numbers, 1019
serial numbers (No.R696142)
Aviation Chapter:
runway dimensions (feet), 400 x 4100
horsepower, 2100 h.p.
radio, 1450 kilocycles, 5000 watts, 10,000 watts (Use comma if there are more than 4 figures,)
elevations, (Use comma in all elevations of four or more figures: 2,370 ft., 14,620 ft.)

B. Period.

(1) All heads set from left margin are followed by periods. Centered heads, including number one or topic heads, table numbers and titles, and column heads, require no periods.

(2) When a parenthetical expression is complete in itself, the terminal period should precede the terminal parenthesis. Otherwise, the period should follow the terminal parenthesis.

XIII. NUMERALS, FRACTIONS, AND SYMBOLS.

A. Text.

(1) In general, use numerals for numbers of 10 or above except at the beginning of a sentence.

(2) Numbers under 10 ordinarily will be spelled out except in measurements (e.g., 5 miles) or in a series which includes some numbers above 10 (e.g., 72 villages, 19 towns, and 3 cities).

(3) If successive numbers written in numerals would be ambiguous, write out the first number: twelve 8-gallon tanks.

(4) Million and billion may be spelled out: e.g., 25 million acres; 6 billions.

(5) Write out ordinals: third, fourth, twentieth century, etc. Exception: Proper names, such as 25th Air Force.

(6) Fractions.

(a) Wherever information is sufficiently accurate, use decimals instead of fractions. Supply cipher before decimal if there is no unit: 0.25

(b) Fractions ordinarily will be written out, except in a series or where exactness is intended.

(7) Money: write out name of all monetary units, except American.

(8) Percent: use symbol (%) with numerals, except numerals ending a sentence; otherwise spell out. Spell as one word.

(9) Use symbols in railroad gauges and lumber measurements: 4'5" 1,600'

B. Tables. Use numerals and symbols throughout.

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XIV. MEASUREMENTS.

A. Use English measurements where practicable and desirable; if source data are in metric or other foreign units, the English equivalent should follow in parentheses except in tables, where footnotes of conversion should be given.

B. If English system is used, it is desirable to include metric equivalents in countries where the metric system is standard.

C. Wherever information is sufficiently accurate, use decimals instead of fractions.

D. Unless round numbers are obviously approximate, they should be preceded with about or approximately.

E. Nautical and statute miles.

(1) Distances across water and distances measured in a direct line between points on the coast are in nautical miles.

(2) Inland distances and distances given as indicating the length of shoreline between points on the coast (for example, the length of a beach) are in statute miles.

(3) In ambiguous situations (for example, where the coastline is virtually straight) the kind of mile used, nautical or statute, is indicated.

(4) In descriptions of landing beaches, all mileage is given in statute miles.

XV. DIRECTIONS AND LOCATIONS.

A. Compass points.

(1) Text.

(a) Write the 8 major compass points in lower case as one word: north, southeast.

(b) Hyphenate more complex directions: east-northeast.

(c) Trends of roads, coasts, etc. should be expressed: "The coast trends north - south," instead of ".... in a north and south direction." (Use a spaced hyphen.)

(d) Except in describing winds and currents, the suffix -ward is preferred to -ly as the latter is ambiguous. A northerly wind is from the north; a northerly current is toward the north.

(e) For direction equivalents use west coast, east end, etc.; use western part, portion, third, etc.

(2) Maps and tables. Use compass directions in caps with no period: NW

(3) Figures. Spell out directions and locations, including general direction of view:

Honshu, north coast.

.....looking northwestward

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B. Latitude and longitude.

(1) In general, statement of coordinates should include only degrees and minutes. If greater precision is required and if position is being located on a large-scale map, seconds may be given.

(2) Express coordinates in numerals with capitalized abbreviated directions without periods: 3°10'N, 92°06'E.

(3) Use zeros before single digits in minutes and seconds but not in degrees: 6°04' 09"N.

XVI. MISCELLANEOUS.

A. Avoid use of Latin abbreviations except: a.m., p.m., i.e.(that is), e.g.(for example), and etc.

B. Underline foreign words not in common use in English; this includes genera and species of botanical and zoological nomenclature.

C. Use as opposites the terms coniferous and broadleaf (some conifers are deciduous).

D. Do not confuse times and places, Events occur, cliffs do not. Instead of "Mountains are usually high," say "Most mountains are high."

SAMPLE PAGES OF TEXT AND
PRINCIPAL SOURCES FOLLOW

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(NOTE: Use 8 X 12½-inch or 8½ X 14-inch bond paper)

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Chapter V

CLIMATE AND WEATHER

50. Weather and Operations

A. Air operations.

(1) Low-level bombing operations.

NOTE: Margin 1 3/4"

Weather conditions over the Jargon Islands are on the whole favorable for low-level bombing operations. Ceiling, visibility, icing, and wind conditions are satisfactory most of the time.

(a) Ceiling. Ceilings low enough to interfere with low-level bombing are rare. Clouds in the air mass associated with the trade-wind belt are of cumulus type but are ragged looking as compared with the sharply defined cumulus clouds occurring in the United States. (Figure V-16)

Fig V-16

(b) Visibility. Horizontal visibility is generally good in this area. Visibilities less than 2½ miles occur during heavy rains. The average number of days of heavy rain and low visibility is shown in Table V-3.

Table V-3

(NOTE: Number pages consecutively) ---

NOTE: Margin 1½"

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B. Amphibian operations.

(1) Sea and swell.

Sea, caused by local winds, and swell, caused by distant weather, vary seasonally in the vicinity of the Jargon Islands. Details of sea and swell are discussed in Chapter III, 32, A.

(2) Winds.

(a) Surface winds. In general, from December through April winds are northeast to easterly. During the remainder of the year, winds are variable but those from the south to southwest tend to prevail. (Figure V-4) Fig V-4

1. Land and sea breezes. There is a slight tendency for onshore winds to be strengthened by day and offshore winds to be strengthened by night (Topic 52, D, (4)).

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(SAMPLE PAGE OF JANIS BIBLIOGRAPHY)

65. Principal Sources

A. Evaluation. (Concisely appraise the adequacy of available sources, mention any outstanding gaps in information, and call attention to particularly useful sources. If desired, notes on reliability of individual sources may be added below an item.)

1. Textual materials.
2. Graphic materials.

B. List of references. (Where lists are long, it may be desirable to subdivide them topically: e.g., 1) General, 2) Food, 3) Water Supply, etc.)

1. AIGNORPAC. Pamphlet No. 585. Illus. 15 Dec. 1943.

2. ALLIED AIR FORCES, HEADQUARTERS, DIRECTOR OF INTELLIGENCE, S.W.P.A. Report of Airfields and Seaplane Stations in the Japanese Empire. 4 Oct. 1941.

3. ANONYMOUS. Asiatic Russia: Kamchatka Province and Special Territory. 1942.

4. BROOKS, C. E. P. Climate through the Ages: A Study of the Climatic Factors and their Variations. 439 pp., illus. London, Macmillan.

5. CINCPAC-CINCPOA. Enemy Airfields in Special Territories. Cincpac-Cincpoa Bull. 122-45. 1943.

6. COCRENGEL, J. C. Journal eener Reis naar Misool, Onin en de Geelvinkbaai van October tot December 1872 (Journal of a Trip to Misool, Onin and Geelvink Bay from October to December 1872). Pp. 135-210. 1879.

7. DECLERCQ, F. S. A. Esplorazioni alla Nuova Guinea Olandese (Explorations in Netherlands New Guinea). Cosmos di Guido Cora, vol. 10, pp. 205-211. 1891.

8. GREAT BRITAIN, ADMIRALTY, HYDROGRAPHIC DEPARTMENT. Observations Received by Bureau of Ships. Unpublished manuscript.

9. -----. The Western Groups. Pacific Island Pilot, vol. 1, 600 pp. London. 1933.

10. -----. Tide Tables, pt. I, sec. B, pp. 149-151, 167-169, 209-211. London.

11. INTERNATIONAL HYDROGRAPHIC BUREAU. Tides, Harmonic Constants. Spec. Pub. 26. Monaco. 1939.

12. JOINT INTELLIGENCE CENTER, PACIFIC OCEAN AREAS. Noimoi. Bull. 5-44. 1944.

13. JOINT INTELLIGENCE STUDY PUBLISHING BOARD. JANIS 150. People and Government, ch. 10. May 1945.

14. KERR, W. C. On the Action of Frost in the Arrangement of Superficial Earthy Material. Am. Jour. Sci., ser. 3, vol. 21, pp. 345-358. 1881.

15. Studies in the Sociology of Religion. Am. Jour., of Sociol., p. 257. 1924.

16. U. S. DEPARTMENT OF COMMERCE, WEATHER BUREAU. Climatic Summary of the United States. U. S. Weather Bur. Bull. W, ed. 3, sec. 98, 22 pp., illus. 1930.

17. -----. Climatological Data for the United States by Sections. South Carolina Section in vols. 18-23. 1931-1936.

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CORRECTION, 9 April 1947. p. 14.

65. Principal Sources

A. Evaluation. (May be subdivided as follows:)

1. Textual materials.

2. Graphic materials.

B. List of references. (Double space throughout. Type authors' names cap and lower case instead of all caps. Start title of reference on line below author's name. Indent carry-over of author's name two typed spaces beyond start of name. Indent title four typed spaces beyond start of author's name. Indent carry-over of title two spaces beyond start of title. Examples:

2. Allied Air Forces, Headquarters, Director of Intelligence, S.W.P.A.

Report of Airfields and Seaplane Stations in the Japanese Empire. 4 Oct. 1941.

4. Brooks, C.E.P.

Climate through the Ages: A Study of the Climatic Factors and their Variations. 439 pp., illus. London, Macmillan.

5. -----

Second reference by same author.

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